
ABC Housing Co-op

Personal Information Protection Officer (PIP officer)

Purpose

The PIP officer will ensure that the co-op follows the *Personal Information Protection Act* (PIPA), its principles and the co-op's personal information protection policy.

Job description

The PIP officer's job is to:

1. review the co-op's policies and practices for dealing with personal information
2. make recommendations to help the co-op follow PIPA
3. provide information to members and the public about how the co-op protects personal information
4. handle complaints as outlined in the personal information complaint procedure.

The PIP officer:

5. reports to the general members at the Annual General Meeting with periodic reports to the board as needed
6. serves for 2 years and is renewed every 2 years by ordinary resolution at the Annual General Meeting.

Effective date: January 8, 2025